

**OFFICE OF THE PROJECT ADMINISTRATOR,  
INTEGRATED TRIBAL DEVELOPMENT AGENCY, PHULBANI**

No: 510 / 2023 -SDC

Date: 28/02/2023

**ADVERTISEMENT**

Applications in prescribed form are invited from the intending candidates for filling up the following posts for Personal Assistant/Stenographer to Chairperson, Office Assistant and Office Attendant in the Special Development Council vide Letter No.7889/P dated, 06.06.2018.& 4148/P dtd.26.03.2018 respectively under Govt. of Odisha Planning & Convergence Deptt. Odisha, Bhubaneswar for Kandhamal District on Contractual Basis with consolidated remuneration vide Finance Department office Memorandum No. 7022 dated 17.03.2018. In case of non-availability of suitable candidates from Kandhamal District, applications of the candidates from other Districts will be considered.

Sl. No	Name of the Posts	No. of Post	Remuneration per month	Remarks
01	Personal Assistant/ Stenographer to Chairperson	01	Rs.13,000/-	Only retired Govt. Servant who have worked during their service period as personal Assistant/ Senior Stenographer with <b>Computer Knowledge</b> can apply.
02	Office Assistant	01	Rs.13,000/-	Only retired Govt. Servant who have worked during their service period as <b>Senior Clerk with Computer Knowledge</b> can apply
03	Office Attendant	01	Rs.6,500/-	Only retired Govt. Servant who have worked during their service period as Peon can apply

**GENERAL ELIGIBILITY:**

**01. For engagement of Retired persons for the posts of -**

- (1) Personal Assistant/ Stenographer to Chairperson
- (2) Office Assistant
- (3) Office Attendant

1. Govt employees retired on attaining the age of superannuation must not be **above the age of 65 years**. He/ she must have good service records and he/she is physically fit to discharge the Govt duty. The physical fitness certificate duly certified by a Registered Medical Practitioner should attached with the application form.
2. The retired employee against whom vigilance case/Departmental proceedings/ Criminal prosecution is contemplated or pending or who has been penalized for misconduct during the period of the ten years preceding his/her retirement will not be considered for re-engagement.

3. The retired employee who has been a member of any political party after his/her retirement shall not be eligible for re-engagement.
4. The appointee has to discharge the duties as prescribed by the SDC from time to time.
5. Performance of the appointee shall be monitored rigorously by the Govt. against the monthly targets assigned to them.
6. The contractual engagement will be made for a period of one year and that may be extended by a further period of one year subject to satisfactory performance and shall not be extended beyond attaining the age of 65 years by the contractual employees.
7. The period of contractual engagement shall not be counted to Government services for the purpose of pension or any other retirement benefits.
8. The contractual engagement may be terminated at any time by the SDC for unsatisfactory performance, without giving any notice
9. General instruction of Government regarding terms and conditions for contractual engagement issued from time to time will be applicable and binding on the officers.
10. In case the employee desires to resign from the engagement, he/she may do so by giving a notice of one month in writing to PA, ITDA, Phulbani. The Officer may be relieved after handing over full charges of records to the relieving officer as decided by the SDC
11. The engaged officer will be subject to and will be abide by the Conduct Rules applicable to the Government Employees.
12. The terms and conditions are subject to codas provisions and memorandum and resolutions issued by the Finance Department/ Govt. from time to time.
13. The appointee will furnish an undertaking at the time of joining the duty in regards to the truth and correctness of the information furnished by him/her.
14. The application complete in all respect in the FORMAT provided in the official website [www.Kandhamal.nic.in](http://www.Kandhamal.nic.in) should reach to **the Member Secretary, SDC-cum-PA,ITDA, Phulbani, At/Po : Phulbani, Dist: Kandhamal, PIN : 762001** on or before **13.03.2023** by Registered Post or Speed Post only superscripting neatly on the envelope the post for which he/she applied for. Incomplete applications and applications reached beyond the closing date of submission shall not be entertained and shall be summarily rejected.

The P.A. ITDA, Phulbani reserves the right to accept/ reject any/ all applications with/without assigning any reasons thereof.

By Order of Collector,

  
PA,ITDA-cum-Member  
Secretary ,SDC,Kandhamal

**Memo No:** 511 /SDC

**Date:** 28/02/202 .

Copy forwarded to the District Informatics Officer, NIC, Phulbani for information and necessary action. He is requested to upload the Advertisement in the District Website for wide publication.

Copy forwarded to the District Employment Officer, Phulbani for information and necessary action. He is requested to display the Advertisement in his Office Notice Board for wide publication.

Copy submitted to the ADM, Phulbani for favour of information and necessary action. He is requested to display the Advertisement in their Office Notice Board for wide publication.

Copy to Notice Board.

Copy to Guard File (Estt.)

  
**PA,ITDA-cum-Member**  
**Secretary ,SDC,Kandhamal**

**ADVERTISEMENT FOR ENGAGEMENT OF RETIRED  
GOVERNMENT SERVANTS UNDER SPECIAL DEVELOPMENT  
COUNCIL, PHULBANI**

**NAME OF THE POST APPLIED FOR ( PUT TICK MARK)**

Personal Assistant/ Stenographer to Chairperson	Office Assistant	Office Attendant
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Post applied for: \_\_\_\_\_

1. Full Name (In Capital) : \_\_\_\_\_
2. Father's/ Husband's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_ (As recorded in HSC or equivalent exam) (Attach copy of self-attested Certificate)
4. Age as on 31.12.2022 : \_\_\_\_\_
5. Address (with PIN Code) : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
6. State of Domicile/ Residence: \_\_\_\_\_
7. Contact details : \_\_\_\_\_
8. E-mail : \_\_\_\_\_
9. Qualification (HSC or equivalent onwards) (Attach self-attested copy of certificates)

Sl. No.	Exam passed	Name of the board/ university/ institute	Exam passed year & month of passing	Maximum marks	Marks obtained	% of Marks

10. Post Qualification Experience Particulars (Attach self-attested copy of experience certificate)

Sl. No.	Scale of pay	Basic pay	Duration of experience	Total years &	Type of assignment handled/ specific

	Post held in Government / PSU			months of experience		nature of work/ duty performed. (Attach separate sheet)
				From	To	

11. Date of Retirement : \_\_\_\_\_ (Copy of retirement order to be enclosed)
12. Last post held (Attach proof): \_\_\_\_\_
13. Last pay drawn (Attach proof): \_\_\_\_\_
14. Amount of pension drawn (Attach proof): \_\_\_\_\_
15. Whether re-employment in any other Department/Organization (Attach proof) : \_\_\_\_\_
16. Self-declaration indicating any Criminal Case or Vigilance Inquiry or Departmental proceeding initiated or pending which led to conviction/ of punishment or pending for finalization. (Details to be indicated)
17. Brief summary outlining the experience/ achievement during the Service period justifying his/her suitability for the job: (To be furnished in separate one page note)

### DECLARATION

I \_\_\_\_\_ Son/ Daughter/ Wife of \_\_\_\_\_, do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/ appointment is liable to be cancelled/ terminated without any notice to me.

Place:  
Date:

(Signature in full)  
Name